

October 19 1954  
OGC Has Reviewed

MEMORANDUM FOR: Director of Security  
General Counsel

SUBJECT: Notification of Membership in the Career Staff

1. Problem:

To determine the procedure to be employed to notify staff employees of their selection for membership in the Career Staff.

2. Assumptions:

It is both necessary by regulation and desirable for psychological reasons to notify each successful Career Staff applicant formally and individually of the action taken by the CIA Selection Board.

3. Facts:

a. Regulation No. [ ] section 7 (h), states that: "The Assistant Director for Personnel will officially notify the individual of the action of the CIA Selection Board and will place a copy of its determination in his official Personnel Folder."

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b. As of 8 October 1954, a cumulative corrected total of [ ] applications for membership in the Career Staff have been transmitted to eligible staff employees; a total of [ ] applications have been returned for action by the Selection Board. Of the latter, the Board has already selected [ ] persons for Career Staff membership. It is, therefore, apparent that a procedure is needed at an early date for the notification of these and succeeding persons whose applications are acted upon favorably.

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4. Discussion:

a. In order to cope with the problem noted above, the following procedure is contemplated:

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(1) Upon favorable action by the Selection Board on the application of an individual for membership in the Career Staff, each such individual will be notified formally of his selection by letter (see attachment "A"). The use of the Director's stationery for this purpose has been approved per agreement between the Chief, Career Service Staff and the Executive Assistant to the Director (see attachment "E"). The latter also concurred in the use of the Official Seal of the Central Intelligence Agency to be impressed upon each letter to authenticate this formal action by the Agency. (Concurrence of the General Counsel is requested).

(2) Transmittal of the letters to the individuals concerned will be done through Career Service Boards. Since these letters are unclassified (similar in concept to a personnel notification by Standard Form 50 for vouchered employees), instructions will be appended with each individual letter detailing the security restrictions that must accompany the possession of the letter. Career Service Boards will also be instructed as to the restrictions on the distribution of letters addressed to persons who may be overseas or in a cover situation which would preclude his receipt of such a document. (Guidance is requested from the Director of Security on the instructions referred to above).

b. The CIA Selection Board has approved this format (Attachment "A") subject to legal and security concurrence.

5. Conclusions:

It is believed that the proposed notification (attachment "A") will fulfill the requirement specified in Regulation No. [ ] and will provide each selected person with a formal and appropriate document reflecting the importance the Agency attaches to his membership in the Career Staff.

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6. Recommendations:

It is recommended

- a. That the General Counsel concur in the use of the Agency seal.
- b. That the Director of Security provide technical assistance in the framing of such supplemental instructions as may be required for

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the notification of overseas or other persons who may be precluded from receiving the notification in the form proposed.

/s/

Harrison G. Reynolds  
Assistant Director for Personnel

Attachments - as stated

Concur: (see attached memo dated 27 October 1954)  
Director of Security

Concur: /s/ John S. Warner  
Legal Counsel

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